

FILED:
RECORDS MANAGEMENT DIVISION

Records
6-1

MEMORANDUM FOR THE RECORD

3 April 1956

SUBJECT: OCR/BR Card Files

A survey of all OCR/Biographic Register card files in the repository was made in March 1956.

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Results of this survey were discussed with Mr. [REDACTED] and stated below is the present status and anticipated future depositing activity.

Description of File	Present Volume	Approximate number to be Deposited	Date of next deposit	Deposits Subsequent to Next Deposit
#1 Card-Name of of organiza- tion	16,000	20,000	6 March	Listings will be deposited annually
#2 Card-Organiza- tion Members	93,000	123,000	22 March	Listings will be deposited annually
#3 Card-Basic Name Identifica- tion	233,000	None	all cards will be replaced by listings before June 1956	Listings will be deposited annually
#4 Card-Occup- ational Desig- nations	307,000	436,000	16 April	IBM Cards
File 2-Name to Document File	901,000	None	-----	None

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Subsequent to this meeting with Mr. [REDACTED] we received authority to destroy all File 2 cards, 901,000, and, also with the 6 March deposit of 20,000 #1 cards, the authority to dispose the 16,000 previously deposited #1 cards.

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A check with Mr. [REDACTED] on 10 April disclosed that the #2 card had not been received. As this was scheduled for deposit on 22 March Mr. [REDACTED] was contacted. He said the cards were ready over ten days ago and had informed [REDACTED] to have them forwarded to the repository. As they have not been picked up yet he said he'd call [REDACTED] again.

He also stated that the #4 Card is also ready. This deposit will replace all present #4 cards.

Therefore, with the exception of the #3 card file, for which listings are now being run, it appears that OCR/BR is current.

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In summarizing our discussion with Mr. [REDACTED] the following is stated:

1. Of the 5 series of cards now on deposit, 3 will be replaced by listings and one eliminated.
2. The only deposit to be made in Card form will be the #4 Card (occupational designations) ~~CONFIDENTIAL~~
3. The present equipment would be adequate for emergency exercises.
4. In the event of an emergency, requirements for this office would be:
 - a. Half time of one 407 tab machine
 - b. Two sorting machines
 - c. One collator
 - d. Limited use of one punch machine

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